



Hollinsclough C of E Academy

Ongoing Medical Care and Administering Medicines Policy: 2016

Mission Statement

To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community.

We guarantee accessibility and availability to all.'

Developing potential

Policy statement

While it is not our policy to care for sick children, who should be at home until they are well enough to return to our academy, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness. We ensure that where medicines are necessary to maintain health of the child, they are given correctly and in accordance with legal requirements.

In many cases, it is possible for children's GPs to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in school. If a child has not had a medication before, it is advised that the parent keeps the child at home for the first 48 hours to ensure there are no adverse effects, as well as to give time for the medication to take effect.

Our staff are responsible for the correct administration of medication to children for whom they are the key person. This includes ensuring that parent consent forms have been completed, that medicines are stored correctly and that records are kept according to procedures. In the absence of the key person, the responsibility for the overseeing of administering medication would be transferred to another senior member of staff.

Procedures

Children taking prescribed medication must be well enough to attend our academy and an accompanying letter from the child's doctor will be required to support this.

We will **only** routinely administer medication that has been prescribed for a child by a doctor (or other medically qualified person). It must be in-date and prescribed for the current condition.

Non-prescription medication, such as pain or fever relief (e.g. Calpol) and teething gel, may be administered, but only with prior written consent of the parent and only when there is a health reason to do so, such as a high temperature.

Children attending our academy are never given any medicines containing aspirin unless prescribed specifically for that child by a doctor. The administering of un-prescribed medication is recorded in the same way as any other medication.

Children's prescribed medicines are stored in their original containers, are clearly labelled and are inaccessible to the children. On receiving the medication, a member of staff will check that it is in date and prescribed specifically to the child named and for the current condition.

Parents must give prior written permission for the administration of medication. The staff member receiving the medication will ask the parent to sign a consent form stating the following information.

No medication may be given without these details being provided:

- the full name of child and date of birth
- the name of medication and strength
- who prescribed it
- the dosage and times to be given in the setting
- the method of administration
- how the medication should be stored and its expiry date
- any possible side effects that may be expected
- the signature of the parent, their printed name and the date

The administration of medicine is recorded accurately in our medication record book each time it is given and is signed by the person administering the medication. In some cases this may require a witness. Parents are shown the record at the end of the day and asked to sign the record book to acknowledge the administration of the medicine.

The medication record book records the:

- name of the child
- name and strength of the medication
- name of the doctor that prescribed it
- date and time of the dose
- dose given and method
- signature of the person administering the medication [and a witness if required]
- parent's signature

We have a Medication Administration Record book for recording the administration of medicine.

If the administration of prescribed medication requires medical knowledge, we will need to obtain individual training for the relevant members of staff by a health professional; the child concerned will not be allowed to attend until this training is completed successfully and the staff responsible feel able to manage.

In most cases no child is allowed to self-administer. Where children are capable of understanding when they need medication, for example with asthma, they should be encouraged to inform a member of what they need and this self-administration process should be observed by a member of staff.

We monitor the medication record book to look at the frequency of medication given to all children in our school. For example, a high incidence of antibiotics being prescribed for a number of children at similar times may indicate a need for better infection control.

Storage of medicines

All medication is stored safely in a secure location or refrigerated as required. Where the refrigerator is not used solely for storing medicines, they are kept in a marked plastic box.

The child's key person is responsible for ensuring the medicine is handed back at the end of the day to the parent.

For some conditions, medication may be kept in the setting to be administered on a regular or as-and-when-required basis. Key persons check that any medication held in the setting, is in date and return any out-of-date medication back to the parent.

Children who have long term medical conditions and who may require ongoing medication

In each case we carry out a risk assessment and will formulate a bespoke care-plan for each child with a long term medical condition that requires on-going medication or support. This is the responsibility of our Principal / Bursar alongside the key person. Other medical or social care personnel may need to be involved in the risk assessment / Care-plan.

Parents will also contribute to a risk assessment / Care-plan. Part of this process will involve a general overview of day to day lessons, layout of the site and the various activities children have access to. This will allow all parties to point out anything which they think may be a risk factor for the child concerned.

For some medical conditions, key staff will need to have training in a basic understanding of the condition, as well as how the medication is to be administered correctly. The training needs of staff will form part of the risk assessment / Care-plan.

The risk assessment / Care-Plan will also need to include the effects of vigorous activities and any other activity that may give cause for concern regarding an individual child's health needs.

The risk assessment / Care-plan will include arrangements for taking medicines on outings.

From the Risk Assessment the individual health Care-plan for the child is drawn up with the parent; outlining the key person's role and what information must be shared with other adults who care for the child.

The individual health Care-plan should include the measures to be taken in an emergency.

We review the individual health Care-plan every six months or more frequently if necessary. This includes reviewing the medication, e.g. changes to the medication or the dosage, any side effects noted etc.

Parents receive a copy of the individual health plan and each contributor, including the parent, signs it.

Managing medicines on trips and outings

If children are going on outings, the key person for the child will accompany the children with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.

Medication for a child is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form and a card to record when it has been given, including all the details that need to be recorded in the medication record as stated above.

On returning to our school the card is stapled to the medicine record book and the parent signs it.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent.

This procedure should be read alongside the outings procedure.

Legal framework

The Human Medicines Regulations (2012)

Equality Duty

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

British Values

Children who attend our academy experience an enabling environment in which they will develop self-knowledge, self-esteem and self-confidence. Coupled with this they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the academy and to society more widely.

Whilst with us, parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with a respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our academy it is unacceptable on the part of any stakeholder to promote discrimination against people or groups on the basis of their belief, opinion or background.

Implementation of this procedure / policy

We manage implementation of this procedure / policy with the support and guidance of the appropriate bodies defined within.

General

This procedure / policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

Signed...

Designation: Chair of Governors

Date... August 2016

Signed...



Designation: Principal

Date... August 2016

This procedure / policy is to be reviewed by Governors during **Autumn term 2017**